

INVITATION TO SUBMIT FIELD INITIATED PROPOSALS
UNDER A DISCRETIONARY GRANT PROJECT OF THE
SPECIAL EDUCATION UNIT, ND DEPARTMENT OF PUBLIC INSTRUCTION,
CFDA # 84.027A
For the 2016-2017 School Year

This document describes the process and requirements of discretionary field initiated proposals for students with disabilities. Prospective applicants will need to review this information thoroughly to determine whether they can meet the requirements and wish to submit a proposal.

Introduction

The Special Education Unit at the North Dakota Dept. of Public Instruction (NDDPI) has a long history of funding requests from North Dakota universities, public schools, public education agencies, private organizations, and individual education practitioners intended to improve educational outcomes for students with disabilities. They included quality personnel development, systems change and resource development activities that were known to have a direct impact on the quality of program delivery to students with disabilities. Each was considered relative to statewide needs, consistency of those needs with the NDDPI priorities, and the availability of funding. The NDDPI provided funds to conduct professional development, purchase materials, apply new program ideas, and monitor the progress of their efforts. With the implementation of a new special education program improvement requirement, local special education units identified evidence based and promising practices to improve instructional and support services for students with behavioral, social/emotional, social communication and mental health needs. This year's invitation establishes the timelines for submission, eligible applicants, funding levels and criteria for evaluating proposals that relate to the implementation of those practices.

Purpose of this Funding Opportunity

The purpose of this year's grant process is to fund activities that will result in the effective implementation of educational practices that increase the classroom engagement of the target population. These activities would enhance the knowledge, skills and attitudes of educational personnel, related service providers, public agency personnel, private organization personnel, parents and community members to ensure effective and sustainable implementation.

Priorities

In the new improvement planning process, local special education units identified the programs, tools, resources, and system interventions that embed evidence based and promising practices, as well as the strategies to successfully implement them. The priority of these funds is to assist units to effectively implement these practices in member schools.

Eligible Applicants

The following North Dakota entities are eligible applicants: special education units, regional education associations (REAs), public residential schools (YCC and ND School for the Deaf and Blind), institutions of higher education, ND School for the Blind/Vision Services, parent groups and in some cases, private nonprofit organizations. No more than two grant applications can be submitted by the same special education unit and only one from an individual organization/agency.

Proposals from a special education unit or its member districts/schools require signature from the special education unit director and the chair of the unit Board prior to submitting to the NDDPI, Special Education office. Institutions of higher education, REAs, residential schools, parent groups and nonprofit organizations can directly submit applications to DPI but must have signature from the department chair, the facility educational administrator, or the executive director; and must also include the signatures of support from one or more special education unit directors. Letters of support from unit directors are not required.

Funding

Activities within the proposal should begin and end within the 2016-2017 school year timeline (July, 2016 through June, 2017). Funding will be available July 1, 2016 through June 30, 2017. It is anticipated that the amount of each award will range from \$2,000 to \$15,000.

Applicants need to explore sources of additional funding prior to applying for field initiated discretionary grants. These funding sources must be added to each proposal and will document a sustainable commitment to the effort.

Allowable Costs

Funds may be used for, but are not limited to:

- Materials

- Consultants and/or University professionals
- Professional presenters;
- North Dakota trainers, presenters
- Extra duty stipends for staff;
- Salaries for substitutes;
- Meeting expenses, excluding food costs;
- Child care and/or scholarships that allow parents to participate; and
- Staff travel and registrations.

These monies are not intended to be used for employing additional long-term staff (i.e. - teachers, and support personnel), but can be used to contract with above mentioned presenters and trainers for same year follow-up and technical assistance.

Funds must be expended in accordance with Education Department General Administrative Regulations (EDGAR). Funds are to supplement, not supplant state/local funds. For those who are considering projects that align with the Multi-Tiered Systems of Support (MTSS) for academics or behavior, there are limitations on the use of these IDEA-B funds. Contact our office to discuss the project focus to clarify what is or is not allowable in these circumstances.

Non-Allowable Costs:

- Equipment (i.e. iPads, videoconferencing equipment, laptops, etc.);
- New personnel;
- Duplication or substitution of training already provided by the applicant.

Grant Timelines

- | | |
|----------------|-------------------------------------|
| * May 6, 2016 | Application is due. |
| * May 27, 2016 | Successful applicants are notified. |
| * July 1, 2016 | Funding becomes available. |

Review of Discretionary Grant Proposals

Complete proposals for discretionary grant funding will be reviewed and rated by the NDDPI personnel using the rubric at the end of this invitation.

Proposal Format

The proposal requires a **cover page** with the title of the project, identifying information of the applicant, required signatures, and a contact person. A **project narrative** which addresses the above mentioned priority is the second part of the proposal packet. The project narrative must be ***no more than 10 single-sided pages***. It must be **11 or 12 point Calibri or Arial** font and **one and a half or double spaced**. Proposals must be contained as a package and if submitting hard copies, they must be stapled or secured with a spring paper binder, but not bound.

Summary:

1. Cover Page
 - a. Title
 - b. Identifying information of applicant
 - c. Contact person
 - d. Required signatures
2. Project Narrative
 - a. No more than 10 single sided pages
 - b. Calibri or Arial, 11 or 12 point font, one and one half or double spaced
3. Budget Page- Form SFN12374
4. Submit as a contained package
5. Hard copies contained with staples or a spring paper binder

Proposal Due Date

Proposals may be submitted by e-mail with an attached document, postal or other delivery service, fax or hand delivered. All proposals must be at the NDDPI, Special Education office by the end of the day, Monday, May 2, 2016. Email- kcmcdonough@nd.gov. Fax- (701) 328-4149, Address:

Department of Public Instruction – Dept. 201
Special Education Office
600 East Boulevard Avenue
Bismarck, ND 58505-0440

Contact the Special Education office at 701-328-2277 for further information.

**DPI Evaluation Rubric
Discretionary Grant Proposals
For 2016-2017 School Year
CFDA # 84.027A**

Characteristics	Possible Points	Points Awarded
Project Narrative Components- 10 pages maximum		
Description of Project The proposal identifies a research-based material or program that will be implemented or expanded as part of a continuous improvement model. It explains the evidence based and promising practices that are embedded within it; explains the research/evidence that supports its use; and identifies the essential components of the program that must be included for fidelity.	1 - 10	
Goal(s), Strategies & Activities Each goal statement addresses system performance, rather than student performance, and is measureable and time bound. Each activity is action based and must clearly describe steps and processes that personnel are going to do or engage in.	1 - 5	
Formative, Summative & Fidelity Evaluation The summative evaluation measure must reflect an improvement in the implementation of the program or practice. It should be scheduled near the end of the timeline of the project. Formative measures should be appropriate for a team to measure growth in the implementation of the program or practice, and scheduled often enough to provide the team with information as to whether improvement is occurring. Measures of fidelity must be included in the formative evaluation description.	1 - 5	
Budget The budget must be outlined in the narrative and on the correct SFN form. Additional sources of funding are required and may be listed on a separate page. It should be obvious that these additional sources enhance the grant monies making the project more realistic and sustainable. Funds requested as part of the grant must be used to implement the programs or practices identified in the planning process and listed in each school's continuous improvement plan.	1 - 5	
Sustainability This section must contain descriptions of the activities most important to sustain the effort (i.e. - Follow-up training and technical assistance). The descriptions should mention activities that require funding, as well as those that do not. All activities should increase the likelihood that the project could be continued once grant funds are no longer available.	1 - 5	
Collaboration The proposal should list the people involved in strategies and activities mentioned in the goal(s). * Weight will be given to proposals that include parents and other agency representatives involved in the implementation of the programs and practices.	1 - 5	
Alignment of Components The descriptions in all six of the above components need to demonstrate a direct relationship with one another. The description in the first section should be clear and evident in each of the other sections and, should not change from section to section. There should be a logical flow of information from beginning to end of the entire project narrative.	1 - 10	
Extra Points Up to 5 extra points will be awarded if it is a joint proposal with one or more units or organizations, and/or North Dakota trainers/practitioners are involved in the implementation of evidence based and promising programs or practices.	1 - 5	
Total		